Identify key questions you might use in your collaborative conversation.

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| --- | --- |
| **Key Areas** | **Observation Notes** |
| * Purpose of the Coaching Conversation | * Planning for Jr. High to include 6th grade along with 7th and 8th grade |
| * ***O****bjective Questions* * The “what” * Invitation to the conversation | * What is the main reason for bringing in 6th grade to the Jr. High schedule? * What considerations have been given for the impact on students? * What considerations have been given to the impact on staff? * What benefits are expected from this change? * If there is no financial benefit to the change, what is the purpose of making the change? |
| * *Reflective Questions* * The “what about the what” * Emotional | * What about input from parents and staff concerning this change in structure? * Other than scheduling of classes has there been any consideration given to the differences in instructional needs/strategies for a transition from upper elementary to 7-12 ? * What concerns you most about this change? |
| * ***I****nterpretive Questions* * The “so what” * Brainstorming | * What are some supports that need to be put into place to insure that 6th grade instructional needs are met? * What are some supports that need to be put into place to insure that staff is prepared to meet the instructional needs of the 6th graders? * What can I do to support this change? |
| * ***D****ecisional Questions* * The “now what” * Identifies specifics “next steps” to be taken | * Become involved in the change conversations to insure that all issues with the transition to Jr. High are covered. * Be involved in conversations concerning assignment of staff; assist with transfer of student information on needs for a smooth transition. * Engage in conversations with staff and parents on benefits of change; be open to listen and act on concerns of staff and parents. |
| * *Based on the Decision, what are the responsibilities of the administrator?* | To make sure that the change is positive and enhances the success and achievement levels of all students.  To make sure that staff is prepared with strategies, information, and materials to make the change a positive experience for everyone involved.  TO make sure that communication remains open and positive for all involved. |
| * *Based on the Decision, what are my responsibilities?* | * To insure that the 5th graders transferring into 6th grade next year have a smooth transition and a positive experience being included in the Jr. High   Schedule. |

**Reflection on the Collaborative Conversation**

**Name: Kathy Waite**

**Date: Dec. 11, 2009**

**Reflect on the collaborative conversation you completed with the administrator:**

**What impact did planning for the conversation, including the development of the ORID questions, have on the coaching conference itself? The planning process for the conversation forced me to think about the purpose of the conversation and what information I wanted to come from the conversation. It helped me focus on the “student side ” of this change.**

**What was most challenging for you during the conversation? Most pleasing?**

**To allow for the wait time for response, and keeping my comments to myself.**

**Most pleasing? To have a conversation about an issue that wasn’t a fire needing to be put out right now.**

**What might be some things you would do differently/the same in your next conversation?**

**The same: Spend the time in planning the question to keep a focus.**

**Different: Use the process with a teacher and focus the conversation on improving classroom instruction. I think a more fluid topic would make the conversation more enlightening to both myself and the teacher if it was an on-going event.**

**What techniques will you specifically address in your next coaching conversation? Specifically, I would address the ORID key areas and continue to work on providing wait time and open ended questions.**